

# VACANCY NOTICE

#2005-42

CS-376  
REV(9/93)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: Junior Resource Specialist	CLASSIFICATION CODE: 02709100
	SALARY RANGE: 319, \$30147-33486	REFERENCE POSITION NO.: 2410-12000-48
	Department or Agency Name Administration	APPLICATION PERIOD: 3/23/05-3/29/05
	Division/Section/Unit Central Management/Central Business Office	
	Assignment(s) / Comments	
	Shift and Days: 1st (Monday-Friday)	Job Location: One Capitol Hill, Providence, RI 02908
	Restrictions/Limitations: LTPS 10/1/05	
	Position Covered By Collective Bargaining Union Agreement Yes <input checked="" type="checkbox"/> X No <input type="checkbox"/>	
	Name of Bargaining Unit Union: Council 94 Local 2448	
	There is <input type="checkbox"/> is not <input checked="" type="checkbox"/> X a Civil Service List for this position See A/B or Both for Specific Instructions	
NOTE: If there is a list, only candidates who have taken the exam and are reachable should apply.		
General Information to Candidate	<b>INSTRUCTIONS:</b>	
	<u>Most Important</u> - Please include the following information:	
	<ul style="list-style-type: none"> <li>The title of the position for which you are applying</li> <li>Title of your present position and date you entered it</li> <li>Date you entered State service</li> </ul>	<ul style="list-style-type: none"> <li>Name of department where you are currently employed</li> <li>Your business telephone number</li> <li>Present Union Affiliations</li> </ul>
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	<b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b>	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	<b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS</b>	
	<ul style="list-style-type: none"> <li><b>Reasonable Accommodations:</b> If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.</li> <li><b>Medical Information:</b> Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).</li> </ul>	
Statement of Duties	<b>DUTIES / RESPONSIBILITIES:</b>	
	To perform a variety of complex accounting support funtions in the examination, verification and processsing of various financial transactions through computerized system (I.e. RI SAIL); to conduct research of financial records to track expenditures, receipts, forecast needs, etc.; and to do related work as required.	
Minimum Education & Experience	<b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b>	
	(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)	
	<b>Education:</b> Such as may have been gained through: successful completion of at least two years of academic study in an accredited institution of higher education; and <b>Experience:</b> Such as may have been gained through: employment in a business office environment. <b>Or</b> , any combination of education and experience that shall be substantially equivalent to the above education and experience.	
Where to Apply	Apply within the application period as shown on this announcement. <b>NOTE:</b> Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. <b>SEND RESUME or CS-14 Application to:</b>	
	Louise Bright	Telephone #: (401) 222-6601
	Department of Administration	Fax #: (401) 222-4208
	Central Business Office	TTY/TDD #: 7 1 1
	One Capitol Hill	(Telecommunication Device for the Deaf)
	Providence, RI 02908	



STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER